

# Job Opportunity Bulletin

**Post Date: January 6, 2017**

## Research Manager II (General)

**Salary \$6,005 - \$7,462**

**Permanent, Fulltime**

**FINAL FILING DATE: UNTIL FILLED**

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:

**Position # 473-809-5737-001**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Melissa Woodall

All applications will be screened  
and only the most qualified will be  
interviewed.

### CONTACT INFORMATION

Name: Melissa Woodall  
Number: (916) 322-9001  
Email:  
[Melissa.Woodall@dds.ca.gov](mailto:Melissa.Woodall@dds.ca.gov)

Under general direction of the Deputy Director, Developmental Centers Division (DCD), the Research Manager II (RM II) provides high-level assistance by supervising research functions on a broad range of issues, presenting findings and reporting on issues that impact the Department of Developmental Services (DDS) and the Developmental Centers (DCs). The RM II plans, organizes and manages general research for DDS, with an emphasis on DC closure activities and their impact on consumers and other stakeholders. The RM II uses logic, reasoning and creativity and a variety of analytical and research techniques to solve complex problems, develop and evaluate alternatives, analyze data and present ideas and information effectively, and provide reporting and findings of a sensitive nature that may impact consumers, families and other stakeholders. The incumbent manages the staff involved with the statewide functions of complex and comprehensive projects performed by the Data Matrix Team and oversees data management and research issues at the DCs.

#### Desirable Qualifications, Knowledge, Skills and Abilities:

- Advanced experience with a broad variety of research methods and processes
- Ability to synthesize data from a variety of disciplines
- Advanced experience with the development of explicit reports and communication of complex technical information to diverse audiences, verbally and in writing
- Ability to manage, mentor and inspire analysts
- Advanced skills in data analysis and infographics
- Advanced skills with Microsoft Office, with emphasis on Excel and Access
- Ability to work with Structured Query Language (SQL) and legacy databases

**ADDITIONAL INFORMATION:** This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD.678) by the final file date. Please include the basis of your eligibility, applicable documentation (i.e. copy of transcript, degree, license, etc.) with your application to verify meeting the minimum qualifications and position **#473-809-5737-001**.



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
DEVELOPMENTAL CENTERS DIVISION  
DATA MATRIX TEAM**

**DUTY STATEMENT**

**JOB TITLE:** Research Manager II (General)**POSITION #:** 473-809-5737-001

**POSITION DESCRIPTION:** Under general direction of the Deputy Director, Developmental Centers Division (DCD), the Research Manager II (RM II) provides high-level assistance by supervising research functions on a broad range of issues, presenting findings and reporting on issues that impact the Department of Developmental Services (DDS) and the Developmental Centers (DCs). The RM II plans, organizes and manages general research for DDS, with an emphasis on DC closure activities and their impact on consumers and other stakeholders. The RM II uses logic, reasoning and creativity and a variety of analytical and research techniques to solve complex problems, develop and evaluate alternatives, analyze data and present ideas and information effectively, and provide reporting and findings of a sensitive nature that may impact consumers, families and other stakeholders.

The incumbent manages the staff involved with the statewide functions of complex and comprehensive projects performed by the Data Matrix Team and oversees data management and research issues at the DCs. The RM II will receive guidance and oversight for technical research functions from the RM III / Section Chief of the Administration Division's Research Section.

**SUPERVISION EXERCISED:** leads DCD's Data Matrix Team, including the Staff Services Manager II (Specialist) and Staff Services Manager I (Specialist); provides oversight and guidance on research functions to all DCD staff.

**SUPERVISION RECEIVED:** Deputy Director, DCD.

**EXAMPLES OF DUTIES:**Essential Job Functions:

- 20% Plans, organizes and manages all research functions of DDS' DC closure plans; crafts logical and creative research designs and methods; uses a variety of analytical and research techniques to solve complex problems; and gathers complex program data from all DCs. Compares data to the DC closure plan and legislative mandates and determines the impact of these processes on consumers and other stakeholders. Develops and evaluates alternatives to projects or obstacles that are identified during research activities. Establishes and maintains project priorities and develops and effectively uses all available resources.
- 20% Analyzes data and presents ideas and information effectively; consults with and advises DDS leadership and DC closure teams on a wide variety of subjects; gains and maintains the confidence and cooperation of others; manages staff of the DCD Data Matrix Team to assess data quality and provide data analysis and research findings.

20% Provides high-level assistance to management and Executive Staff and the California Health and Human Services Agency (Agency) by translating and disseminating difficult, confidential, complex and sensitive scientific information regarding subjects that directly affect departmental programs that are highly visible and require some control by the Directorate.

Provides reports of findings to the legislature, stakeholders, Director's Office, Deputy Director's Office and Agency; responsible for the statewide investigation of comprehensive program statistics.

20% Coordinates with internal and external teams such as the Closure Matrix Team and Developmental Center staff to develop sensitive program reports with department-wide impact. Independently, and in partnership with DC management, analyzes, reviews and makes recommendations on department-wide reporting issues.

#### Marginal Job Functions

15% Works closely with Information Technology (IT) and DCD staff on system database information gathering and to create fresh ways to display research findings.

5% Participates in team reviews of DCs to develop research standards. Assists with other DCD projects as needed.

**WORKING CONDITIONS:** Ongoing interaction with the DCs/Community Facility, Department headquarters, Administration Division Budget personnel and other agency personnel. Limited travel, up to 20%, to locations throughout California is required.

#### **DESIRABLE QUALIFICATIONS:**

- Advanced experience with a broad variety of research methods and processes
- Ability to synthesize data from a variety of disciplines
- Advanced experience with the development of explicit reports and communication of complex technical information to diverse audiences, verbally and in writing
- Ability to manage, mentor and inspire analysts
- Advanced skills in data analysis and infographics
- Advanced skills with Microsoft Office, with emphasis on Excel and Access
- Ability to work with Structured Query Language (SQL) and legacy databases

**CERTIFICATION OR LICENSE:** None required.